



# PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

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## Headline News



### 1099 Tax Reporting Time Again...

Research subject payments made by field advance, tango cards, revolving fund, or gift cards should be recorded by departments throughout the year. If the payments to one individual reached \$600.00 or more in the 2015 calendar year, those payments should be reported to the Procurement Services Tax Desk by **January 8th, 2016** for 1099 MISC reporting (<http://f2.washington.edu/fm/ps/how-to-pay/1099taxreporting>).

For security purposes, files need to be submitted on a flash drive or CD in the excel format provided in the link below.

– 12/31/15  
Deadline:  
Required DES  
Procurement  
Training

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contact [ten99@uw.edu](mailto:ten99@uw.edu)

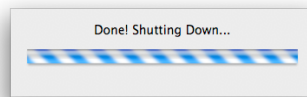


### How can we improve our Website?

Procurement Services is in the beginning stages of revamping our website to align with the UW "Be Boundless" theme and improve our usability. As a part of this process, we would like your feedback on how we can improve our website to better serve you.

Please take a few moments to complete our survey at <https://catalyst.uw.edu/webq/survey/jessie23/284580> and let us know how we can improve our website.

## Reminders, Reminders, Reminders



### Shutting Down PAS Purchasing Functions

Procurement Services has been working directly with departments, assisting them to convert all remaining open PAS orders to an eProcurement (Ariba) purchasing solution. The partnership with our department customers has been amazing and we'd like to congratulate all of you for the effort that has taken place all across our three UW campuses. We can't thank you enough.

Thousands of orders have been converted or closed over the last nine months and now our current open orders are down to just a couple hundred. Procurement Services understands the complexities associated with the few remaining orders and we are developing temporary, short term solutions for these if they don't currently fit into a standard eProcurement purchasing method.

### Key Dates for the PAS Shutdown

- **September 30<sup>th</sup>** –This was the last day that new PAS orders were accepted and are now being redirected to an eProcurement purchasing method.

- **October 15<sup>th</sup>** –All of the remaining PAS orders will have been closed unless Procurement Services has been contacted by a department to leave a specific order open for final invoice payment.
- **November** –Departments should be reviewing MyFinancial Desktop to ensure encumbrances associated with PAS purchase orders have been liquidated.
- **December 31<sup>st</sup>** – PAS purchasing functionality will be entirely closed for requisitions.

The period between October 1<sup>st</sup> and December 31<sup>st</sup> will be used to clean up the remaining invoices in preparation for the shutdown or PAS purchasing functionality.

Need assistance? Please contact [Procurement Customer Service](#) at 543-4500.



## Come one, Come all to PS & RAA Open House

The third floor of Roosevelt Commons West invites you to Procurement Services & Research Accounting & Analysis Open House on **Tuesday, November 17<sup>th</sup> from 11-2pm**, where you will have an opportunity to see our new location and learn more about what we do “behind the scenes”.

**Location:** Roosevelt Commons West  
4300 Roosevelt Ave NE  
3<sup>rd</sup> Floor  
**Date:** Tuesday, November 17<sup>th</sup>  
**Time:** 11am – 2pm

We’ll be providing light refreshments, a raffle drawing for all attendees, and an option to participate in *lean-in-action* where you may contribute ideas to describe ways in which we can better support you!

Groups available to meet and greet include:

- Procurement Services
- Grant and Contract Accounting
- Financial Accounting
- Equipment Inventory Office
- Management Accounting and Analysis

- Research Compliance and Operations
- Cost Accounting
- Data Group
- Tax Office

Please see the [PS/RAA Open House Flyer](#) for additional information.

[RSVP here](#) (appreciated but not necessary!)

*DON'T MISS THE DEADLINE!* **12/31/15 Deadline: Required DES Procurement Training**

Under the procurement reform law (RCW 39.26.110) which became effective on July 1, 2013, State of Washington's Department of Enterprise Services requires all state employees whose jobs involve "developing, executing or managing procurement or contracts for goods and services", to fulfill certain training requirements in order to be able to continue performing their Procurement Duties.

[Go to this webpage](#) to determine training requirements for your department in order to complete this procurement training by December 31, 2015. Any questions regarding this guidance, please contact Ray Hsu at Procurement Services ([rayhsu@uw.edu](mailto:rayhsu@uw.edu)).

## Procurement FAQ



### ***How do I reimburse a business entity for expense made on behalf of the UW?***

The entity or organization will need to complete the following steps: fill out the [Supplier Registration Form](#), be onboarded as a UW supplier into our vendor file, setup electronic payment and then be paid through Ariba. Please note if any food is involved, the department is responsible for making sure they comply with state per diem rates (found at the [Travel Office](#) webpage) and that food is allowable on that budget (found on the [Food Approval webpage](#) in Financial Management). The eReimbursement module in Ariba cannot be used for this type of payment, as it is only used for reimbursing individuals.

[Review other Procurement FAQs](#)

## DES Training FAQ



***Since the training courses were developed by the State Department of Enterprise Services, what if we find a conflict between the policies and procedures stated within the course content and UW Policies and Procedures?***

The DES training courses covers very general information regarding procurement procedures under the State Procurement Reform law, but it also makes it clear in the course content that 1) Institutions of Higher Education has its own delegated authority (see answer to question 1), 2) each person taking the training should always consult their own organization's policies and procedures on certain subject matter and 3) the course only covers procurement procedures under the State of Washington law and not any federal law.

Our recommendation is while the DES training courses provide very helpful information about State procurement in general, each person taking the course should always refer to [UW Procurement Services](#) Policies and Procedures and their departments internal policies first.

[Review other DES Training FAQs](#)

## Business Diversity Info



### Terentino's Catering

A staple in the Seattle catering scene since 1988, Terentino's Catering specializes in Northwest and Mediterranean cuisine. The company is locally- and woman-owned with a strong commitment to local ingredients and accommodation of special dietary restrictions.

Torentino's provides services from casual events to full-service celebrations, works with any budget and takes care of all details from rentals to break-down and clean-up and everything in-between. Check out their sample menus, including seasonal offerings, and mouthwatering photos of their creations at [terentinocatering.com](http://terentinocatering.com).

## Green U News



### Green Laboratories at UW

The Green Laboratory Certification program has certified more than 60 Green Labs across the University of Washington campus. Certification encourages staff, faculty, and students to make their laboratories and workplaces more sustainable. Members of any lab from any department can participate by undergoing an informal review of their practices. The program also provides resources for labs on campus who would like to integrate sustainable practices, including purchasing tips. UW Sustainability will be posting more purchasing tips for labs in an upcoming series of blog posts on the "In Our Nature" blog ([green.uw.edu/blog](http://green.uw.edu/blog))

For more information on the Green Labs program: <http://green.uw.edu/green-laboratory/>

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**Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities**

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